



MINUTES



CITY OF HUNTINGTON BEACH PUBLIC WORKS COMMISSION AUGUST 19, 2009

**Call to Order/
Pledge of Allegiance:** The meeting was called to order at 5:00 p.m. by
Chairman McGovern, who led Commissioners and the
audience in the Pledge of Allegiance to the Flag.

Commissioners Absent: None

Commissioners Present: Commissioners Kirkorn, McGovern, O'Connell, Siersema, and
Spencer were in attendance.

Others Present: Travis Hopkins, Director of Public Works
Joan Flynn, City Clerk
Bob Stachelski, Transportation Manager
Todd Broussard, Principal Civil Engineer
Jim Jones, Maintenance Operations Manager
Terri, Elliott, Principal Civil Engineer
Linda Daily, Program Manager
Jim Merid, Environmental Specialist
Judy Keir, Environmental Specialist
Joyce Greene, Administrative Assistant

PRESENTATIONS-COMMENDATIONS

None

OATH OF OFFICE

City Clerk Joan Flynn administered the Oath of Office to newly selected Commissioner
William O'Connell.

Chair McGovern welcomed Commissioner O'Connell on behalf of the Public Works
Commission and asked Commissioner O'Connell to give a brief bio.

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Motion by Commissioner Siersema, seconded by Commissioner Spencer to approve the minutes of July 15, 2009.

VOTE: The motion carried.
AYES: 4
NOES: 0
ABSENT: 1 (Rivera)
ABSTENTIONS: 1 (O'Connell)

ORAL COMMUNICATIONS

None

DIRECTOR'S ITEMS

- G-1. Travis Hopkins explained the Code of Ethics and Acknowledgement form that each Commissioner was provided. Each year City Council reviews the Code of Ethics for possible amendments and approval. Members of Boards and Commissions are then provided a copy of the Code of Ethics with an Acknowledgement of Receipt. The Acknowledgement is to be signed and returned to the Secretary for filing with the City Clerk.
- G-2. Travis Hopkins reminded the Commissioners of the upcoming Town Hall meeting focusing on water topics that will be held August 27, 2009 from 7:00-8:30 p.m. in the Central Library, Rooms C and D.
- G-3. Travis Hopkins announced Ethics Training, AB 1234, will be offered September 14, 2009 from 6:00-8:00 p.m. in City Council Chambers by City Attorney Jennifer McGrath. All Public Works Commissioners are currently compliant with Code of Ethics training but will need to again complete training before the end of 2010. Training is expected to be offered quarterly. The September training is anticipated to be the last training offered in 2009 for 2010 compliance.

INFORMATION ITEMS

- H-1. Active Capital Projects Report – Todd Broussard gave an update on Capital Improvement Projects (CIP) that had significant changes during the past month and then asked the Commission for questions.

Commissioner Kirkorn asked about street lighting at Main and 1st Streets noting the streetlights are constantly on. Bob Stachelski responded the transformer for that area is causing problems if the lights are cycled on and off leading to

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eventual failure of the transformer. The decision was made to leave the lights on rather than blow out the transformer resulting in no lighting in the area. A new project that will be going out to bid shortly will include a low voltage system that will correct the transformer problem for the area and the lights will then be cycled off during daylight hours.

Commissioner Siersema inquired on the Warner Avenue Gravity Sewer. Todd Broussard responded a consultant will be hired to review the alterations to the final design. An RFP for the consultant is anticipated to take place shortly with an award to the consultant expected in November. Chair McGovern inquired when traffic disruption will take place again. Mr. Broussard responded the project is at least a year away from construction.

Chair McGovern inquired on the status of the Utilities Yard Facilities Improvements with Mr. Broussard responding final comments were given to the consultant. The project is expected to go out to bid in September.

Commissioner Kirkorn inquired about bike lane signage on Magnolia in front of the Ascon/Nesi site. He inquired of the intent of prohibiting parking in the bike lane and if signage should be posted stating no parking. Bob Stachelski responded it is the intent to not allow parking in any bike lane. Transportation is evaluating if signage is needed at this location.

H-2. Upcoming City Council Study Sessions – Travis Hopkins reviewed the list of upcoming study sessions noting there are currently no Public Works related topics scheduled.

H-3. Water Quality Committee – Travis Hopkins introduced Terri Elliott, Principal Civil Engineer for the Water Quality Section. Terri gave a brief PowerPoint presentation on the history of the Water Quality Committee as the duties of the committee now fall under the responsibility of the Public Works Commission. She then introduced her staff, Jim Merid and Judy Keir, Environmental Specialists. Each of them gave a brief background bio and their responsibilities to water quality for the City. Discussion ensued.

The Water Quality Committee held quarterly meetings with attendance by residents of Huntington Harbour as many issues covered by the committee were of interest to those living in the area. Periodic reports will be presented at Public Works Commission Meetings in the future.

H-4. 15% Infrastructure Calculation History – Travis Hopkins informed the Commission a revised calculation sheet had been provided to each member. Linda Daily presented the item reviewing Section 617 of the City Charter related to the Infrastructure Fund. At the request of Chair McGovern, the Commissioners were

provided copies of two previous letters to the City Council from the Public Works Commission expressing its concern over the 15% Infrastructure Calculation methodology. Letters were previously sent in August of 2004 and February of 2007. Discussion ensued.

The Commission expressed concern over the inclusion of debt service as part of the 15% calculation for infrastructure improvements and maintenance. It is the belief of the Commission that the intent of the Integrated Infrastructure Management Plan (IIMP) was for the 15% set-aside requirement to be for infrastructure maintenance, repair, replacement and/or improvement and not for bonded indebtedness and other costs not directly related to existing infrastructure.

Chair McGovern and Vice Chair Siersema, along with staff, will draft a letter to the Charter Review Committee from the Public Works Commission expressing its concerns and request the elimination of debt service from the 15% infrastructure calculation as required by City Charter Section 617. The letter is to be reviewed by the Commission at the next meeting before being prepared in its final form.

ADMINISTRATIVE ITEMS

- I-1. Construct Curb Access Ramps at Various Locations, MSC 470 – A handout was given to the Commissioners of the curb ramp requests compiled from resident requests. Jim Jones presented the item. Funding is available under the Community Development Block Grant Program (CDBG) to construct 20 curb access ramps to transition from sidewalk to street in locations where no such ramps exist. This project will complete ramp requests received through 2007.

Motion by Commissioner Siersema, seconded by Commissioner Kirkorn to recommend to the City Council MSC 470, Construct Curb Ramps at Various Locations.

VOTE: The motion carried.
AYES: 5
NOES: 0
ABSENT: 1 (Rivera)
ABSTENTIONS: 0

- I-2. Approve Amended FY 2009/10 Capital Improvement Program – Linda Daily presented the item. The CIP reviewed by the Commission at the July meeting was prepared without Gas Tax revenue. It is the understanding of the City that it will now receive Gas Tax funding in two payments. The American Recovery and Reinvestment Act (ARRA) will fund three grant projects. The amended CIP includes Gas Tax projects and three grant projects.

Motion by Commissioner Siersema, seconded by Commissioner O'Connell to recommend to the City Council the Fiscal Year 2009/10 Capital Improvement Program as amended.

VOTE: The motion carried.
AYES: 5
NOES: 0
ABSENT: 1 (Rivera)
ABSTENTIONS: 0

- I-3. Approve Infrastructure Fund Annual Report – Linda Daily presented the report. The City Charter requires an annual review and performance audit of the Infrastructure Fund. The revenue source for the fund is through General Fund excess fund balance therefore, there is no revenue source for the fund. No project expenditures are anticipated in the current year. The projected Fund Balance for FY 2008/09 is \$2.4 million. Due to State funds being frozen, the Talbert Lake and Irby Park projects are on hold.

Motion by Commissioner Siersema, seconded by Commissioner O'Connell to recommend to the City Council the Infrastructure Fund Annual Report.

VOTE: The motion carried.
AYES: 5
NOES: 0
ABSENT: 1 (Rivera)
ABSTENTIONS: 0

WRITTEN COMMUNICATIONS

None

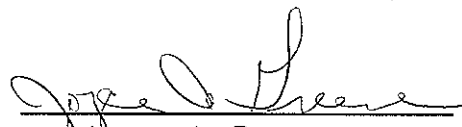
COMMISSIONER COMMENTS

None

ADJOURNMENT

The Public Works Commission adjourned to the meeting date of Wednesday, September 16, 2009, 5:00 p.m., City Council Chambers. The meeting adjourned at 6:17 p.m.

John McGovern
Chair



Joyce A. Greene
Administrative Assistant